



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
ACQUISITION LOGISTICS AND TECHNOLOGY
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WASHINGTON DC 20310-0103

07 APR 2005

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Delegation of Authority for Recruitment Bonuses, Relocation
Bonuses and Retention Allowances

I delegate to you the authority to approve Recruitment Bonuses, Relocation Bonuses and Retention Allowances for Army civilian employees assigned to your organization. This authority cannot be redelegated.

In accordance with the Office of Personnel Management (OPM) guidance, the Acquisition Support Center (ASC) has developed the Field Operating Agency's Plan for Recruitment Bonuses, Relocation Bonuses and Retention Allowances. The ASC plan includes the criteria to be met in authorizing bonuses and allowances (including the amount of the allowance), procedures for paying bonuses and allowances, and documentation and recordkeeping requirements. The ASC's plans are at enclosures 1, 2 and 3.

The authorities for Recruitment Bonuses, Relocation Bonuses and Retention Allowances provide incentives to recruit hard to fill positions. Utilization of these authorities for civilians filling U.S. Army Board-Select Program/Project/Product Manager (PM) positions is strongly encouraged.

Additional information (OPM Fact Sheets and OPM Frequently Asked Questions) on these authorities is provided at enclosure 4. The Department of Defense Manual 1400.25-M, Subchapter 575, Recruitment and Relocation Bonuses and Retention Allowances are also a source document that you may consult.

It is of paramount importance that we be good stewards of our limited resources and utilize these authorities wisely and only in the appropriate circumstances. Consistency in this civilian authority is imperative.

The U.S. Army Acquisition Support Center point of contact on this subject is Rita Robinson, (703) 805-1046, DSN 655-1046, or e-mail: rita.robinson@us.army.mil.


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Assistant Secretary of the Army
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